Step 1) Go to seattleu.thepermitstore.com and log into your account. If you have not yet created an account with iparq, create an account and register your vehicle.

This will allow you to appeal your citation.
Step 2) Once you have logged in, you will be taken to a screen that allows you to enter your license plate. Enter your license plate information and press search and you will be taken to any open citations you may have.
Step 3) On the citation page, check that the notice number matches the number that appears at the top of your citation.

If you have not passed the “Appeal by” date, you will see the “Appeal” button next to the option to pay.

If the “Appeal” button does not appear on this screen, the appeals timeframe has closed. **Late appeals are not accepted by Seattle University in any form.** Citations that cannot be appealed must be paid.
Step 4) The appeals screen will list a number of invalid reasons to appeal a parking citation. While drivers are allowed to use these reasons, they are generally not accepted by appeals staff.

At the bottom of screen, you will be able to insert text to explain your appeal, upload photos of your valid permit, and confirm the personal information tied to your account.
Step 5) You will be taken to a confirmation screen where you can verify your appeal. You will receive an email to your registered email account to confirm your appeal as well.

Appeals are answered in the order that they are received. Greater appeals volume can result in longer response times.